



**City of Hermosa Beach**

1315 Valley Drive, Hermosa Beach, CA 90254

310.318-0203 - Fax 310.372-6186

Email:



Received By: CC

Referred To: Fin

Date Referred: 12-18-17

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Sarah Atkins</u>		Email:	
Address: <u>7350 Heritage Village Plaza Chinesville, VA</u>		Phone: <u>(571)-409-7071 Ext 902</u>	
City: <u>20155</u>		Fax: <u>(703)-373-2758</u>	

**Record or Document Requested:**

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

Uncashed checks via email

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Sarah Atkins  
Signature

12.15.2017

Date

**For Departmental Use Only:**

**For City Clerk's Use Only:**



December 15, 2017

City Clerk  
Elaine Doerfling  
1315 Valley Drive  
Hermosa Beach, CA 95814  
Email: [edoerfling@hermosabch.org](mailto:edoerfling@hermosabch.org)

Re: Request for government records

To Whom It May Concern:

Under the California Public Records Act § 6250 et seq., please accept this letter as my formal request for a copy of the most current record, financial report and/or corresponding ledger available that accounts for uncashed municipal issued checks and/or stale-dated warrants over \$699 that were issued six (6) or more months from the date of this letter and remain uncashed by the payee as of your most recent bank statement.

Please only include items that can still be claimed by the payee and have not yet been escheated to the State as unclaimed property. It is requested that the information provided contain the payee name, check issue date, check number, amount and any additional information, if available. Please note that we do not request details that may be exempt from disclosure due to privacy regulations as outline within the Freedom of Information Act guidelines.

In an effort to reduce time, production and postage costs it is requested that these records be provided via electronic mail when possible as this is the preferred method of delivery.

Should there be a cost associated with the fulfillment of this records request that exceeds that amount of \$25.00, kindly notify me via telephone or email with the estimated cost, prior to incurring any charges.

Please do not hesitate to contact me via telephone or email with any questions or clarifications needed with regard to this request for public records. Thank you in advance for your time and attention to this request.

Sincerely,

Sarah Atkins  
(571)409-7071 Ext. 902  
[s.atkins@teal-usa.com](mailto:s.atkins@teal-usa.com)

7350 Heritage Village plaza, Suite 202, Gainesville, VA 20155

① (571)409-7071

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